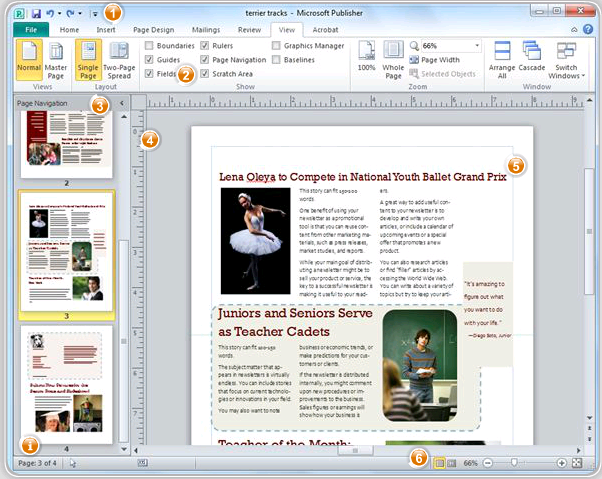
Learning MicroSoft Publisher 2010

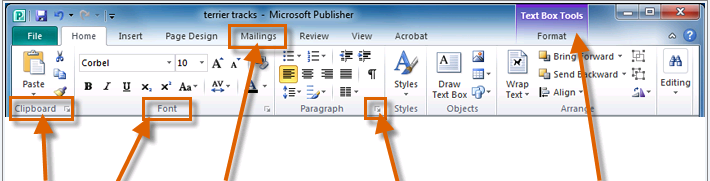
Go to <http://www.gcflearnfree.org/publisher2010> click on Lessons and go through the Publisher Basics and Common Tasks in Publisher sections. Complete the following:

1. What is MS Publisher?
2. What are 3 advantages to using MS Publisher?
3. What are 3 disadvantages of MS Publisher?
4. Identify and define the parts of the MS Publisher Work Environment shown below:

|  |  |
| --- | --- |
| **Publisher Part** | **Description/Definition** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |



1. What is the Ribbon?
2. Identify the parts of a typical MS Publisher Ribbon:



1. What are the MS Publisher viewing tools used for?
2. How do you access the MS Publisher viewing tools?
3. Describe the following viewing tools:

|  |  |
| --- | --- |
| **Tool** | **Description/Definition** |
| Rulers |  |
| Baselines |  |
| Boundaries |  |
| Guides |  |
| Customizable Guides |  |

1. Explain how to add Green Guides to a document:
2. Define the following options in the Backstage View:

|  |  |
| --- | --- |
| **Backstage View Option** | **Description/Definition** |
| Save as Adobe PDF |  |
| Info |  |
| Recent |  |
| New |  |
| Print |  |
| Save and Send |  |
| Help |  |
| Options |  |

***Try the Challenge***

Go through the MS Publisher, Working With Text Chapter and complete the following:

Define the following Desktop Publishing terms:

1. Text Boxes:
2. Text Box Tools:
3. Text Wrapping:
4. Link Command:
5. Text Fit:
6. Best Fit:
7. Shrink Text on Overflow:
8. Grow Text Box to Fit:
9. Do not Autofit:
10. Hyphenation:
11. Typography Commands:
12. Stylistic Sets:
13. Drop Cap:
14. Number Style:
15. Ligatures:
16. Serifs:
17. Swash:

Complete the following:

1. Explain how to wrap text around an object.
2. Explain how to connect to a new text box.
3. Explain how to modify Hyphenation Settings.

***Try the Challenge***